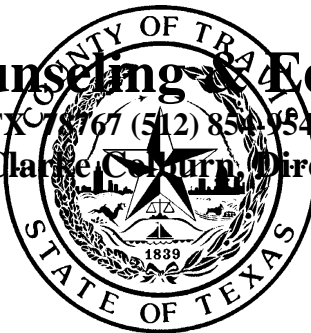


Travis County Counseling & Education Services

P.O. BOX 1748 Austin, TX 78767 (512) 854-9540 FAX (512) 854-9146

Caryl Clarke Colburn, Director



Classroom Protocol

1. If you have been drinking, or appear to be under the influence of drugs, or create any kind of disturbance while in or around the class area, you will be asked to leave, and may be subject to arrest. You will be dropped from the class and charged a rescheduling fee.
2. You must be in your seat by the time class begins. **NO STANDING OR SITTING IN THE HALLWAYS AT ANYTIME. (If you are more than 10 minutes late for any class, you will not be allowed access. You will be responsible for any applied fees).**
3. Family members and/or friends are not permitted in class and may not wait for you in the lobby while you are attending class.
4. You must wear footwear and dress in clothes that will not distract or disrupt the others.

The following clothing is **NOT ALLOWED**:

- a. NO Midriff, halter, strapless tops or dresses.
 - b. NO Blouses or dresses with low cut necklines or translucent (see-through).
 - c. NO Short skirts, dresses, or shorts (need to be no more than six inches above the knee).
 - d. NO Alcohol/Drug or profanity on clothing (caps, shirts, pants, headbands).
 - e. NO GANG colors/clothing or any representation of any kind.
 - f. NO pants below the hips.
5. NO TOBACCO PRODUCTS allowed on Travis County property, indoors or outdoors, including parking lots (private and County owned or leased) and garages. Tobacco products include cigarettes, cigars, chewing tobacco, snuff and pipe tobacco.
 6. NO electronic devices (Cell Phones, Pagers, I-pods, Laptops, etc) in the Classrooms/Hallways.
 7. DO NOT enter unauthorized areas/blocked without supervision.
 8. DO NOT leave the vicinity except when dismissed from class.

A violation to any of these policies is subject to being dropped from class and charged a rescheduling fee.**

**The rescheduling fee for the MIP and PI classes is \$10.00. The rescheduling fee for the 12 hour DWI program, 15 hour Drug program, 8-Hour Marijuana, AOD Education classes and Cognitive Change Program is \$50.00. The reset fee for the TDLR Intervention Program is \$75.00. If I am dropped from a class and/or program for re-arrest or poor attendance, a rescheduling fee will be applied.

A 48 hour (two working days) class cancellation notice must be given prior to class start date in order to avoid a rescheduling fee and/or be eligible for a reimbursement. Please call 512-854-9540.

Client Signature: _____ **Date:** _____